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3 March 1964

*File - Records Center -*

MEMORANDUM FOR: Chief, Records Center

SUBJECT : Incinerators

1. The ☐ Security Officer has been given the responsibility of the incinerator and classified burn program. Requirements should be discussed with him in order that appropriate action may be taken to dispose of classified documents, destined for destruction, in an appropriate and timely manner.

2. Incinerator equipment for expanding programs and building expansions should also be reviewed with ☐ Security to avail ourselves of the research and development and experience Headquarters/OS has had in this area.

3. Your comments and recommendations are invited.

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